

PROCEDURE REFERENCE: RD Instruction 1965-E.

PURPOSE : Notification to National Office of status of prepayment requests.

SUBJECT: Status of Prepayment Request (Guide Letter 1965-E-1)**TO:** Office of Rental Housing Preservation (ORHP)**E-MAIL:** mswirey@rdmail.rural.usda.gov, cfoxwort@rdmail.rural.usda.gov,
or landers@rdmail.rural.usda.gov**FROM:**

Project Name:	_____	State:	_____
Bor. ID and Proj. #:	_____	Family or Elderly:	_____
Borrower Name:	_____	RRH or LH:	_____
Project Location:	_____	Number of Apt. Units:	_____
	_____	Number of RA Units:	_____
	_____	Number of Sec.8 Units:	_____
	_____	Profit Type:	_____
	_____	Pre 79 or 79-89:	_____

ACTION: ☐ **Place on list:** Date (_ / _ / _) Time (_ / _ / _)**ACTION:** ☐ **Request ORHP Concurrence with Prepayment Acceptance** Date (_ / _ / _)
(Attach Exhibit B to RD Instruction 1965-E)

Restrictions to be provided _____

Restrictions not to be required (check all that apply below) _____

Non-program property _____

Minorities not materially affected _____

Tenants not displaced, or _____

Adequate, safe, decent and affordable housing available _____

ACTION: ☐ **ORHP Concurrence with Prepayment Acceptance** Date (_ / _ / _)**ACTION:** ☐ **Remove from list** Date (_ / _ / _)

Request Withdrawn: _____

No ability to prepay: _____

Other: _____ (Explain using separate attachment)

ACTION: ☐ **ORHP Concurrence with Incentive Offer** Date (_ / _ / _)

(To request for specific offer, e-mail Incentive Calculation Worksheet to ORHP)

(To request for general offer, e-mail note on borrower intentions to ORHP)

ACTION: ☐ **Request ORHP authorization of incentives accepted** Date (_ / _ / _)
(Attach memorandums of offer and acceptance)**ACTION:** ☐ **Bor. rejected incentive and offered to nonprofit/public body** Date (_ / _ / _)
(If rejection will result in prepayment, request ORHP concurrence above)**ACTION:** ☐ **Ready to process transfer to a nonprofit or public body** Date (_ / _ / _)
(Attach a description of advances, grants or RA needed)